

# SNACS Reports

## Standard NAF Automated Contracting System



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## 1) Logging into SNACS Reports

**Step 1.** Click on the following link to access the SNACS CONUS Home Page  
<http://prism-web.mwrmis.army.mil>

Or open your Internet Explorer Web Browser and copy and paste the above address into the address bar and click **GO**.

**Step 2.** On the SNACS CONUS Home Page, click the **SNACS REPORTS** button

**Step 3.** Log onto the SNACS Reporting System (Figure 1.1)

Enter the following:

System: **CFSC4700MWA0W3D**

User Name: **“You’re SNACS/PRISM User Name”**

Password: **pass1234** (for the first logon only)

Authentication: **Enterprise**

Click **Log On**

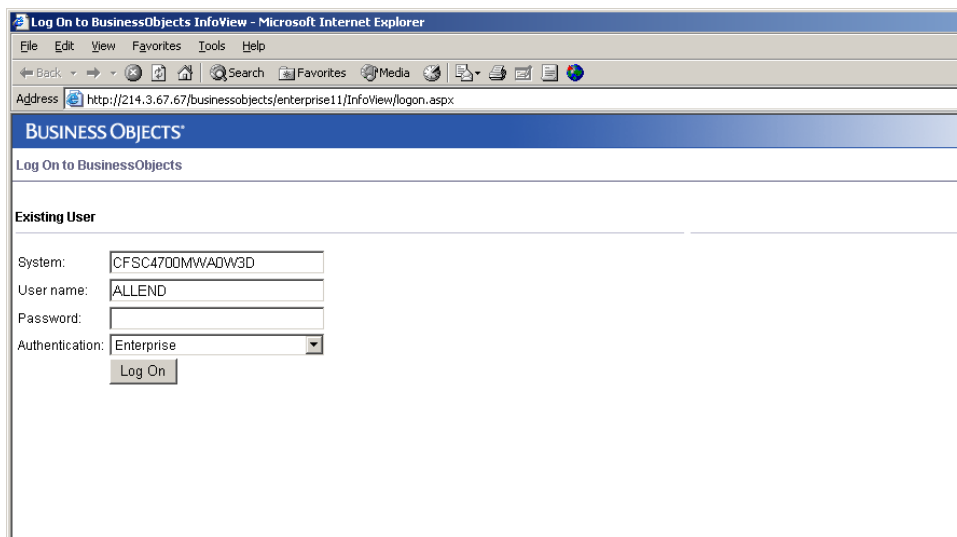
The screenshot shows a Microsoft Internet Explorer window titled "Log On to BusinessObjects InfoView - Microsoft Internet Explorer". The address bar displays "http://214.3.67.67/businessobjects/enterprise11/InfoView/login.aspx". The page content includes a header "BUSINESS OBJECTS" and a sub-header "Log On to BusinessObjects". Below this, there is a section titled "Existing User" with a form containing the following fields: "System:" with the value "CFSC4700MWA0W3D", "User name:" with the value "ALLEND", "Password:" (empty), and "Authentication:" with a dropdown menu set to "Enterprise". A "Log On" button is located at the bottom of the form.

Figure 1.1

**Step 4.** You will be asked to change your password at your first logon. Type your new password in twice. Your password must be a minimum of 8 characters. You may use any combination of numbers, upper or lower case letters, special characters (Figure 1.2). Click **Submit**.

Change Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <http://214.3.67/businessobjects/enterprise11/InfoView/NewPassword.aspx?backUrl=main.aspx>

User Name:

Old password:

New password:

Confirm new password:

Figure 1.2

## Business Objects is your portal to SNACS reports

On the top right of the screen are buttons that will allow you to configure your Portfolio to fit your personal requirements. Please take some time to familiarize yourself with the portal.

Go Links >>

Welcome: AllenDavid

Last Run	Type	Owner	Instances
Never run	Crystal Report	Administrator	0

Figure 1.3

Click the **Preferences** button (third icon from right-top)

### 2) Enter the recommended User Preference settings

#### a. General Preferences (first tab) (Figure 1.4)

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BusinessObjects InfoView - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://214.3.67.67/businessobjects/enterprise11/InfoView/main.aspx

**BUSINESS OBJECTS**

New Send My InfoView Search title

**General Preferences** Crystal Report Preferences Web Intelligence Document Preferences Password About

**My initial view is ...**

☐ Home

☐ My InfoView

☐ Favorites

☐ Inbox

☒ the folder: **SNACS Reports** **Browse ...**

☐ the category: (unspecified) **Browse ...**

**On my desktop ...** Set the number of objects (max.) per page:

**For each document, show me ...**

☒ description

☒ owner

☒ date

☒ instance count

☒ actions and description (if selected) initially not hidden

**View my documents ...**

☐ In the InfoView portal

☒ in a single fullscreen browser window, one document at a time

☐ in multiple fullscreen browser windows, one window for each document

**My current locale is ...**

**My current time-zone is ...**

Figure 1.4

“My initial view is,” select the folder and click **Browse**

- ☐ Home
- ☐ My InfoView
- ☐ Favorites
- ☐ Inbox
- ☒ the folder: **SNACS Reports** **Browse ...**
- ☐ the category: (unspecified) **Browse ...**

Figure 1.4a

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Browse to the SNACS Reports folder, click **OK**

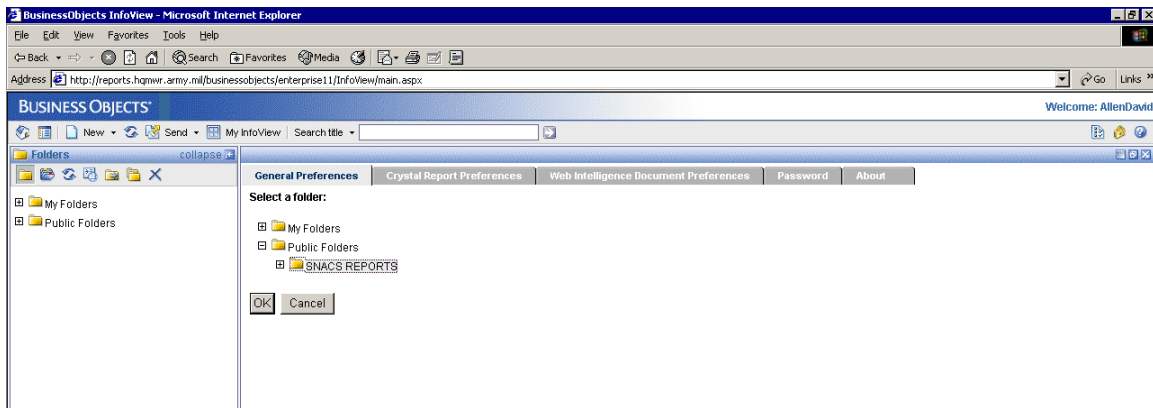


Figure 1.5

After making your selections, click **Apply** at bottom right of screen

**b. Crystal Report Preferences (second Tab) (Figure 1.6)**

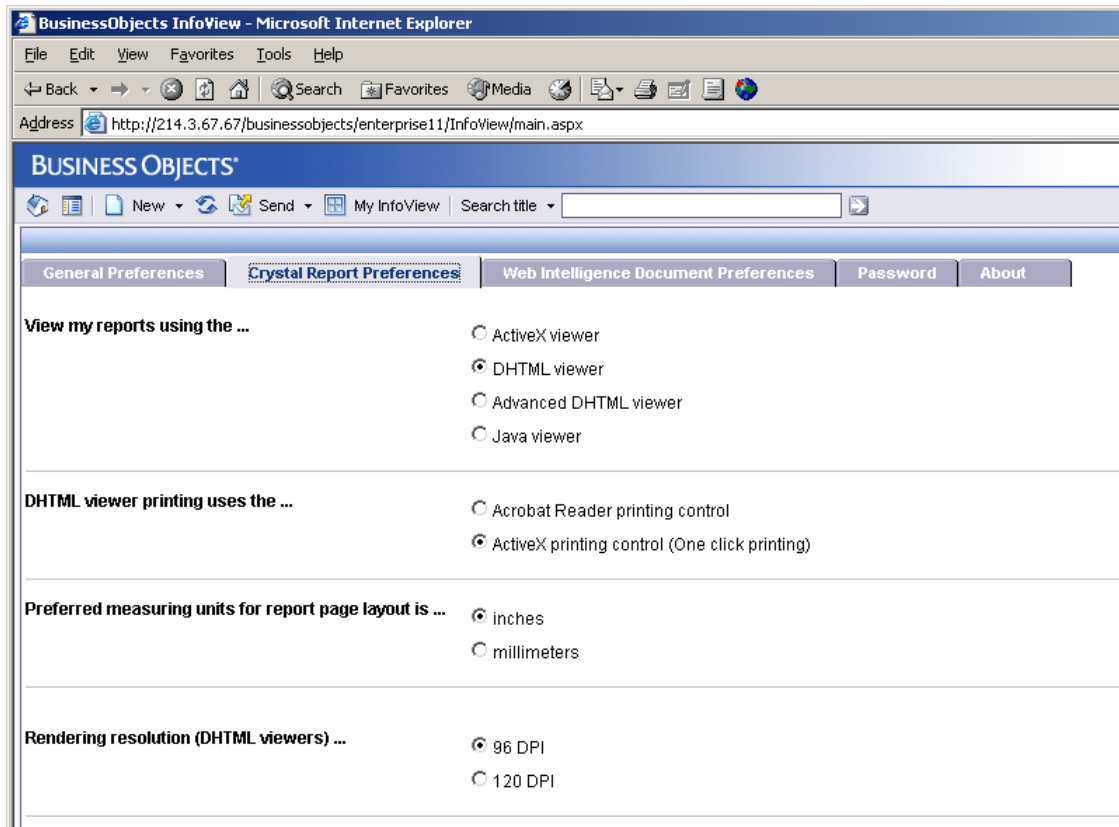


Figure 1.6

After making these selections, click **Apply** at bottom right of screen

**IMPORTANT - After changing your Preferences log out and back in to see your new settings**

**c. Setting your Password (Password Tab) (Figure 1.8)**

**Note:** This feature only needs to be used when you are required to change your password.

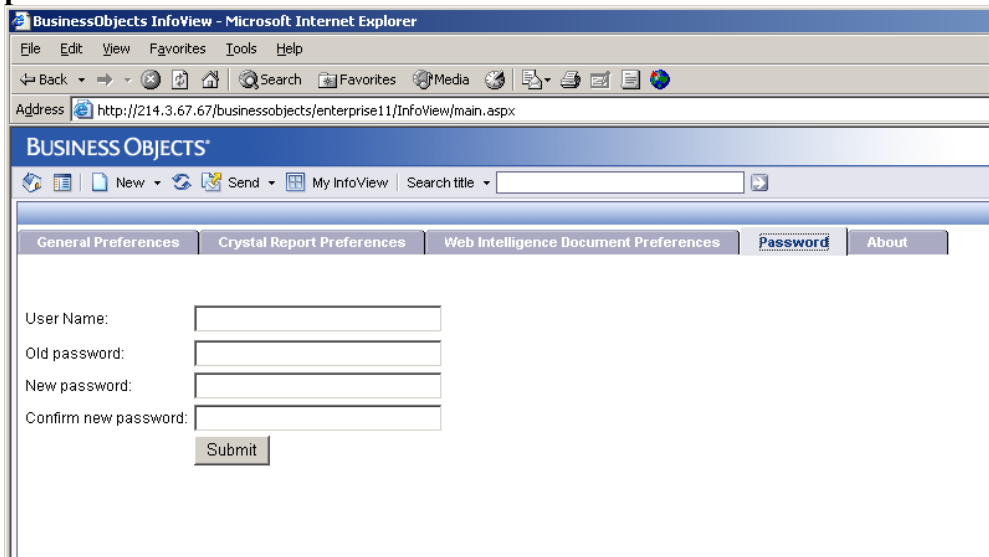
The screenshot shows a Microsoft Internet Explorer browser window titled "BusinessObjects InfoView - Microsoft Internet Explorer". The address bar displays "http://214.3.67.67/businessobjects/enterprise11/InfoView/main.aspx". The page content includes a "BUSINESS OBJECTS" header with navigation links like "New", "Send", "My InfoView", and a search bar. Below this is a tabbed interface with "General Preferences", "Crystal Report Preferences", "Web Intelligence Document Preferences", "Password" (selected), and "About". The "Password" tab contains four text input fields labeled "User Name:", "Old password:", "New password:", and "Confirm new password:", followed by a "Submit" button.

Figure 1.8

After entering your information, click **Submit**.

### 3) Viewing a Report

- a. Click the **SNACS Reports** folder
- b. Choose your report and click on the report title
- c. Enter the **From Date** and **To Date** by clicking the calendar icon and date
- d. Click **Next**

**NOTE:** Do not run reports for more than a one-year date range as this uses up resources on the PRISM system.

- e. Type in your **Site Code** or choose **ALL** and click arrow to select
- f. Type in **Buyer Name** or choose **ALL** and click arrow to select
- g. Click **OK** to view report

## 4) Printing a Report

- 1) To print the report, click the **Printer Icon** at the top of the viewer. (Figure 1.9)

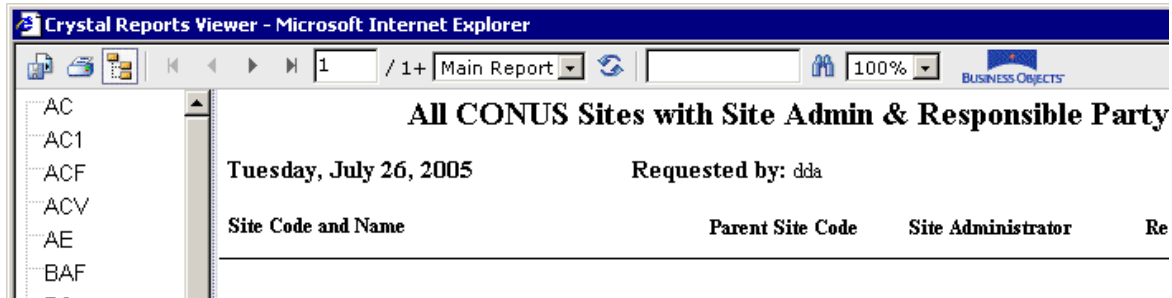


Figure 1.9

- 2) Check to make sure your default or desired printer is selected in the printer window
- 3) Click **Print** (Figure 2.0)

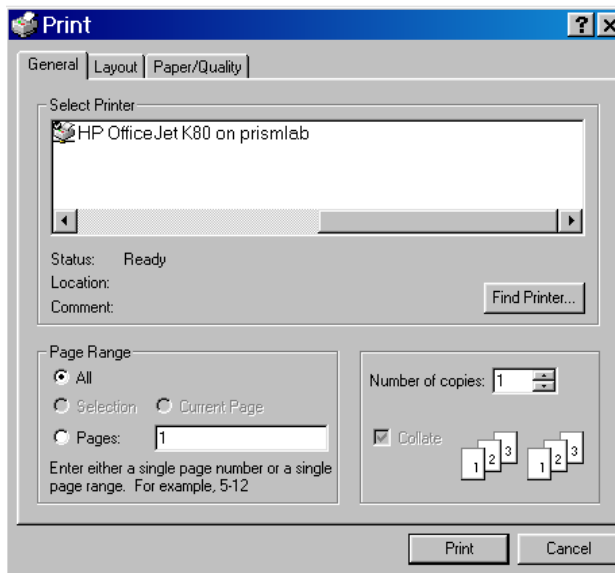


Figure 2.0

## 5) Exporting a Report to your PC as a file

The Crystal Viewer is capable of exporting your report to your PC in five different document formats (Crystal, Excel, Word, Text and Adobe). To save a report to your computer in one of these formats, follow these steps.

- 1) View the report using the directions above
- 2) Click on the **open envelope** on the toolbar
- 3) To pick a format, click the down arrow on the "Save as" type box and click the format name. (i.e. Adobe, Word, Excel) (Figure 2.1)
- 4) Click **OK**

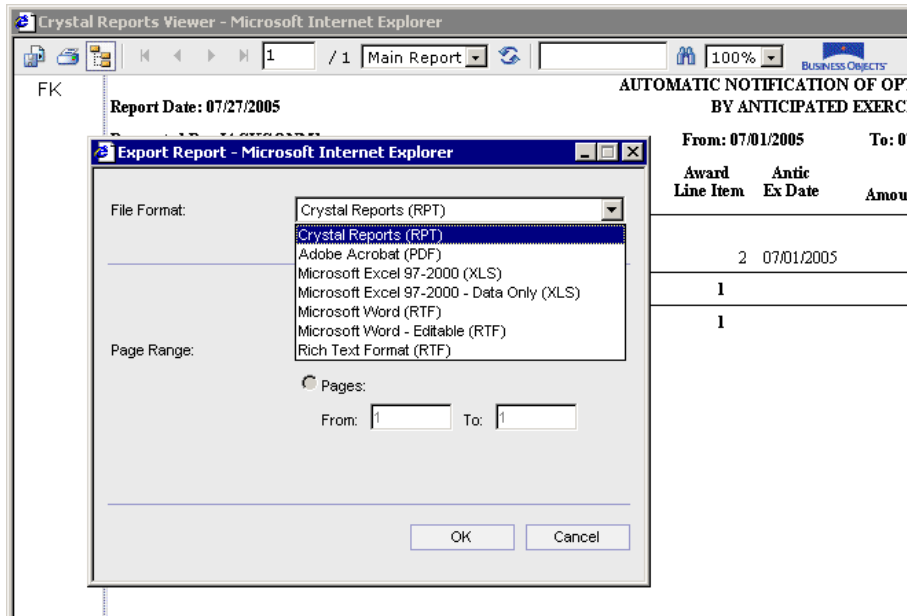


Figure 2.1

- 5) Click **Save** (Figure 2.2)

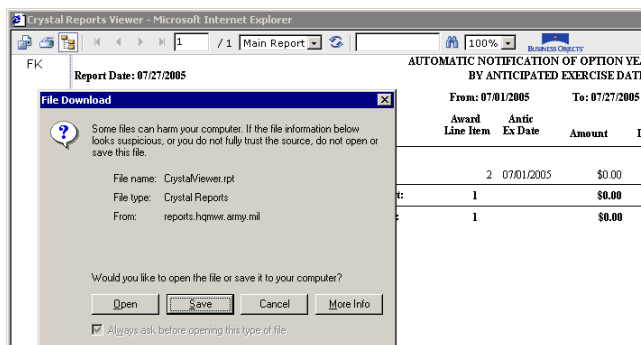


Figure 2.2

- 6) Choose your storage location, add a file name and click **Save** (Figure 2.3)



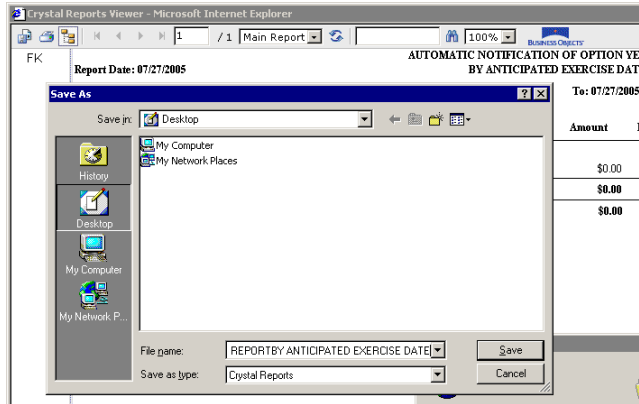


Figure 2.3

You are given the choice of opening the document (Figure 2.4)

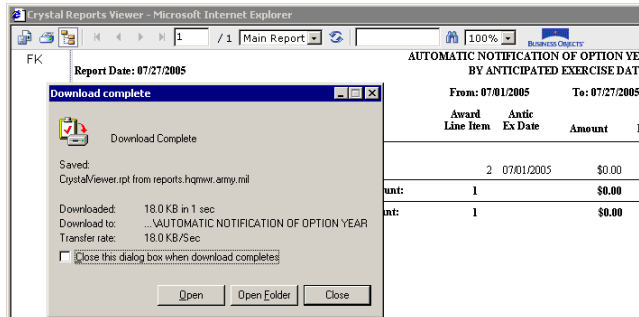


Figure 2.4

## 6) Closing a Report

To close a report in the Crystal Report Viewer, click “X” in the upper right corner of the Viewer Window.

To Exit the SNACS Reporting System, click **Logoff** in the upper right tool bar.

**NOTE: It is very important to exit and logoff when you complete your report. Business Objects is a shared reporting system for all CONUS SNACS users.**

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